

UC Chemicals User Reconciliation Quick Guide

You must reconcile your chemical inventory annually. The process of reconciliation confirms that your UC Chemical inventory data is accurate and reflects the actual inventory that is present in your laboratory. During this process all of the chemicals in your laboratory need to be scanned and the data collected needs to be reflected in your online inventory system.

You will need a handheld scanner for reconciliation. Contact your EH&S department to request a scanner to borrow.

ALR-H450



ALR-S350



Reconcile by Barcode Only




If you need more detailed instructions they can be found [LINK when available](#).

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ALR-H450 RFID Scanner Reconciliation Instructions

RFID Scanner Setup and Using the RFID Scanner

- Connect the handle to the scanner and click the **Power Button** to turn the scanner on.
- Start the Alien Demo Software by tapping the Alien Demo icon  on the homepage.
- Click **Inventory**.
- Click the **Start** button.
 - The RFID scanner will begin to read the RFID tags. The RFID scanner beeps every time a new RFID tag is read.
- Slowly wave the scanner in front of the RFID tags of interest, until all of the tags are read.
 - Make sure to open any doors and cabinets, the scanner cannot read tags through doors.
- Click the **Stop** button, once all of the tags have been scanned. The list of tags will be displayed.
- Click **Save**.
- Click **Inventory Reconciliation**.
 - If that is not an option, click **sdcard**, then click **Inventory Reconciliation**.
- Click **New**.
- Type the file name.
- Click **Save**.
- This will bring you to the inventory menu and a note at the bottom will state “Tag list is saved to file/sdcard/Inventory Reconciliation/*file name*.”
- Connect the RFID scanner to the computer using a docking station and the USB cable.
- Once the scanner connects, it will display the USB mass storage screen, click **Turn on the USB Storage**.
- The screen will change to state USB storage in use.

Transferring the files to a PC

- On your computer, open **This PC** and open the **USB Drive**.
- Then select **Inventory Reconciliation**.
- Open the reconciliation file as a Microsoft Word document.
 - Right click the file, click **Open with**, click **Choose another app**.
 - Select **Word**, if Word is not an option, Click **More apps**, then select **Word**.
- Save the file onto your computer.
- In the home tab, click **Select**, then click **Select All** (this will select all of the text).
- In the **INSERT** menu, select **Table**, then **Convert Text to Table**.
- In the Convert Text to Table menu, make sure that all of the fields are correct, select **separate text at Commas**, then click **okay**. This will convert the text into a table.
- Highlight the first column (with the RFID tags) and paste it into an excel file.
- Save the file as a XLSX (excel workbook) or XLS (excel 97-2003 workbook) file.
- Complete the reconciliation process using the Reconcile your inventory by room instructions below (page XX).

Transferring the files to a Mac





- The USB device should appear on your desktop. Open the USB device.
- Select **Inventory Summary**.
- Double click the file. Select **Choose Application**.
- Open the file as a Microsoft Word document.
- Click **Command A** on your keyboard, (this will select all of the text).
- In the **Insert** menu, select **Table**, then **Convert Text to Table**.
- In the Convert Text to Table menu, make sure that all of the fields are correct, select **separate text at Commas**, then click **okay**.
- This will convert the text into a table.

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- Highlight the first column of the table (with the RFID tags) and paste it into an excel file.
- Save the file as a XLSX (excel workbook) or XLS (excel 97-2003 workbook) file.
- Complete the reconciliation process using the Reconcile your inventory by room instructions below (page XX).



ALR-S350 RFID Scanner Reconciliation Instructions

Connect ALR-S350 to an apple device (iPhone or iPad)


- **Initial setup (downloading the app and connected your device to the scanner)**
 - Turn on **Bluetooth** in the settings menu of your iPhone or iPad.
 - DO NOT connect to the device using the **Bluetooth** function.
 - Search for “Alien RFID Demo” in the apple store. The app is called **Alien RFID Demo (ALR-S350)**.
 - Click **Download** .
 - Hold the **Power Button** on the scanner until it beeps and you observe a green power light.
 - The middle LED light on the scanner will blink blue, this indicates the scanner is ready to connect.
 - Open the Alien RFID application .
 - Click **Accept** for the permissions and the terms of service.
 - Click **Connect** (top left corner).
 - Click the RFID reader, **S350K180200436**.
 - Once your device and the scanner connect, a text box will appear that states “Connecting to reader S350K180200436” and the middle light will be a solid blue light. (The device should automatically connect every time you open the application and the scanner is in close proximity.)
 - Turn off the RFID scanner by holding the **Power Button**.
- **Using the RFID Scanner after initial setup**
 - Turn on **Bluetooth** in the settings menu.
 - DO NOT connect to the device using the **Bluetooth** function.
 - Hold the **Power Button** until the scanner beeps and you observe a green power light.
 - The middle LED light on the scanner will blink blue, this indicates the scanner is ready to connect.
 - Open the Alien RFID application 
 - The RFID scanner will automatically connect every time you open the application and the scanner is in close proximity.
 - Once the RFID scanner is connected to your device through **Bluetooth**, the blinking blue light will become a solid blue light.
 - Click **Inventory**.
 - Click the **Start** button or click the button on the handle of the RFID scanner.
 - The RFID scanner will begin to read the RFID tags. The RFID scanner beeps every time a new RFID tag is read.
 - Slowly wave the scanner in front of the RFID tags of interest, until all of the tags are read.
 - Make sure to open any doors and cabinets, the scanner cannot read tags through doors.
 - Click the **Stop** button or click the button on the handle of the RFID scanner, once all of the tags have been scanned.
 - Click **Export** .
 - Export the document using your preferred method.
 - Turn off the RFID scanner by holding the **Power Button**.

Connect ALR-S350 to an android device

- **Initial setup**

- Turn on **Bluetooth** in the settings menu.
 - DO NOT connect to the device using the **Bluetooth** function.
- Search for “Alien RFID Demo” in the google play store. The app is called **Alien RFID Demo (ALR-S350)**.
- Click **Download**.
- Hold the **Power Button** on the scanner until it beeps and you observe a green power light.
- The middle LED light on the scanner will blink blue, this indicates the scanner is ready to connect.
- Open the Alien RFID application .
- Click **Accept** for the permissions and the terms of service.
- Click the menu in the top left corner .
- Click **Connection**.
- Select the RFID reader, **S350K180200436**.
- Once your device and the scanner connect, a text box will appear that states “Connecting to reader S350K180200436” or “Reader connected” and the middle light will be a solid blue light. (The device should automatically connect every time you open the application and the scanner is in close proximity.)
- Click **Settings**.
- Select **Inventory**. (There are seven tabs in the setting menu: Application, RFID, Reader, Imager, Inventory, Antenna tuning, Firmware update. You will need to swipe right multiple times to reach the Inventory menu.)
- Click **Select export folder**. Choose or make a folder for the tag list files to be saved too.
 - You will only need to do this once, it will save your preferences.
- Click **Close** (top right corner).
- Turn off the RFID scanner by holding the **Power Button**.

- **Using the RFID Scanner after initial setup**

- Turn on **Bluetooth** in the settings menu.
 - DO NOT connect to the device using the **Bluetooth** function.
- Hold the **Power Button** on the scanner until it beeps and you observe a green power light.
- The middle LED light on the scanner will blink blue, this indicates the scanner is ready to connect.
- Open the Alien RFID application .
- The RFID scanner will automatically connect to your device if you have previously connected your device to the scanner.
- Once the devices connect through **Bluetooth**, the blinking blue light will become a solid blue light.
- Click **Inventory**.
- Click the **Start** button or click the button on the handle of the RFID scanner.
 - The RFID scanner will begin to read the RFID tags. The RFID scanner beeps every time a new RFID tag is read.
- Slowly wave the scanner in front of the RFID tags of interest, until all of the tags are read.
 - Make sure to open any doors and cabinets, the scanner cannot read tags through doors.
- Click the **Stop** button or click the button on the handle of the RFID scanner, once all of the tags have been scanned.
- Click **Export**. This will save the tag list file to the folder that you selected in the inventory settings menu.

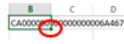
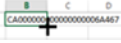

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- A message will appear at the bottom that states “Tags exported successfully.”
- Use the method you prefer to move the tag list file onto your computer, you can email the file to yourself, connect your android device to your computer, etc.
- Turn off the RFID scanner by holding the **Power Button**.

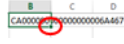
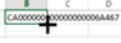
Transferring the file from an Android device to a PC

- Save the file to your PC.
- Open the file on your computer as a word document. (Note: Do Not open the file in excel.)
 - Right click the file, click **Open with**, click **Choose another app**.
 - Select **Word**, if Word is not an option, Click **More apps**, then select **Word**.
- In the home menu, Click **Select**, then click **Select All** (this will select all of the text).
- Select the **Insert** tab, click **Table**, then click **Convert Text to Table**.
- In the Convert Text to Table menu, make sure that all of the fields are correct, select **separate text at other**, type ;, then click **OK**.
- Highlight the third column (containing the RFID tags) of the table and paste it into an excel file.
- Save the file as a XLSX (excel workbook) or XLS (excel 97-2003 workbook) file.
 - (Note: UC chemical will only read RFID tags that have capital letters. If your file does not have capital letters use the (=Upper) function to convert all of the letters to upper case.)

Transferring the file from an Apple device to a PC

- Save the file to your PC.
- Open the file on your computer as a excel document.
- Right click columns A, B, and D and click **Delete**. Column C (the column containing the RFID tags) is the only column needed to upload to UC Chemicals for reconciliation.
- The Excel document should only have one column with all of the RFID tags.
 - UC Chemicals will not read lowercase RFID tag lists. All of the tags need to be converted to uppercase.
- Type =**Upper(A1)** into unit B1, then click **Enter** (on your keyboard). This will convert the text into uppercase.
- Hover your mouse over the box in the bottom right corner of unit B1.  Your mouse will become a plus sign.  Double click the box once your mouse becomes a plus sign. This will fill in the remaining rows with the desired equation.
- Copy column B (uppercase column), right click on unit C1, then **paste value only** function .
- Delete columns A and B (right click the columns and click **Delete**).
- Save the file as a XLSX (excel workbook) or XLS (excel 97-2003 workbook) file.

Transferring the file from an Apple device to a MAC

- Save the file to your MAC.
- Open the file on your computer as a excel document.
- Right click columns A, B, and D and click **Delete**. Column C (the column containing the RFID tags) is the only column needed to upload to UC Chemicals for reconciliation.
- The Excel document should only have one column with all of the RFID tags.
 - UC Chemicals will not read lowercase RFID tag lists. All of the tags need to be converted to uppercase.
- Type =**Upper(A1)** into unit B1, then click **Enter** (on your keyboard). This will convert the text into all uppercase.
- Hover your mouse over the box in the bottom right corner of unit B1.  Your mouse will become a plus sign.  Double click the box once your mouse becomes a plus sign. This will fill in the remaining rows with the desired equation.

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- Copy column B (uppercase column), right click on unit C1, select **Paste Special**, then select **Values**.
- Delete columns A and B (right click the columns and click **Delete**).
- Save the file as a XLSX (excel workbook) or XLS (excel 97-2003 workbook) file.

Transferring the file from an android device to a MAC

- Save the file to your PC.
- Open the file on your computer as a word document. (Note: Do Not open the file in Excel.)
 - Right click the file, click **Open with**, click **Microsoft Word**.
- When the document opens in Word it will ask about your preferences, click **Okay**.
- Once the document is open, click **Select**, then click **Select All** (this will select all of the text).
- Select the **Insert** tab, click **Table**, then click **Convert Text to Table**.
- In the Convert Text to Table menu, make sure that all of the fields are correct, select **separate text at other**, type ; then click **okay**.
- Copy the third column (the column containing the RFID tags) of the table and paste it into an excel file.
- Save the file as a XLSX (excel workbook) or XLS (excel 97-2003 workbook) file.

Reconciliation [PIs, Delegates, Inventory Managers - Desktop Only]

- Log into UC Chemicals, <https://ehs.ucop.edu/chemicals/>.
- Select the **Inventory Summary** Button.
- There are two options for reconciliation, **Reconcile your inventory by Sublocation (barcode only)** and **Reconcile your inventory by room**.

Reconcile your inventory by room: reconcile using RFID tags and an RFID scanner. Allows the user to reconcile without scanning each individual container. You cannot reconcile by Sublocation, this allows you to reconcile by room only.

- Scan the RFID tags with the RFID scanner and save the excel file in the appropriate format using the appropriate instructions above.
- Log into UC Chemicals. Select the **Inventory Summary** Button.
- Click **Reconcile your inventory by room**
- Select the room(s) you would like to reconcile.
- Select **upload scan**. Then upload the excel file with the RFID tag list.
- Review the Reconciliation Summary.
- Click **Finish Uploading**.
- Click **Confirm**.
- Download the **Reconciliation Report**.
- Click **Finish Reconciliation**.
- Click **Confirm**.
- Review the **Reconciliation Report** and add, move, and remove chemical containers in your inventory as needed.
- Use the reconciliation report to update your UC Chemicals inventory (add, move, and remove chemicals as needed).
 - The system will not automatically update your inventory based on the reconciliation report.
- Once you have finished updating your inventory, select **Inventory Summary**.
- Click **Certify Inventory**, top right.
- A new window will state “I certify that I have reviewed my chemical inventory in its entirety, and find it to be accurate as of today”, if that is true click **Confirm**.

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- Once your inventory is certified this screen will state “Last certified as accurate on *DATE* by *USER*.”
- This will certify your inventory is correct.

Reconcile your inventory by Sublocation (barcode only): reconcile using the QR codes and a QR scanner. This involves scanning each individual QR code on each individual chemical container. Allows the user to scan an individual Sublocation.

- Scan the QR barcode for the Sublocation.
- Scan the QR barcodes for every chemical container in that Sublocation.
- Once all containers within that Sublocation are scanned then move to a new Sublocation, scan the Sublocation’s barcode, then all of the containers within the Sublocation.
- Once all Sublocations and containers have been scanned connect the scanner to your computer.
- Log into UC Chemicals. Select the **Inventory Summary** Button.
- Click **Reconcile your inventory by Sublocation (barcode only)**.
- Click **Upload File**.
- Review the Report.
- Click **Finish Scanning** (bottom right).
- Click **Finish Scanning** in the new window.
- Resolve any conflicts by clicking the ellipse (:) on the top right of each Sublocation.
- Click **Finish Reconciliation**, once you have resolved all of the conflicts.
- Click **Finish Reconciliation** in the new window, this will complete the process.
- This will bring you back to the **Inventory Summary** page.
- Click **Certify Inventory**, top right.
- A new window will state “I certify that I have reviewed my chemical inventory in its entirety, and find it to be accurate as of today”, if that is true click **Confirm**.
- Once your inventory is certified this screen will state “Last certified as accurate on *DATE* by *USER*.”
- This will certify your inventory is correct.